

267005/31/01

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: POLICE ADMINISTRATIVE SPECIALIST

DEFINITION

Under general supervision, to perform advanced, specialized, administrative and technical support work primarily involving the design, development, and maintenance of specific detailed databases; and to do related work as required.

REPORTS TO: Police Sergeant (or higher level), as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant or higher-level professional.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

All positions:

- Determine departmental/divisional needs for internal tracking and reporting of data; design, develop, modify, and maintain specific detailed databases in order to capture accurate and complete information; develop various matters system reports.
- Participate in special projects and training as assigned.
- Extract data to prepare specific reports, charts, tables, and graphs.
- Prepare written correspondence to department personnel concerning various personnel matters.

When assigned to Police Personnel & Training:

- Maintain departmental employee database files; provide notification of performance evaluations due; prepare forms for merit increases; process completed performance evaluations; and prepare and process all personnel action forms and personnel requisition forms.
- Maintain departmental position control; update vacancy database to track existing vacancies within the department; prepare reports regarding personnel strengths and make recommendations for changes where appropriate.
- Assist in resolving personnel problems; research personnel issues and obtain interpretation and guidance from the Human Resources Department; recommend, or obtain recommendation from Human Resources Department, regarding effective courses of action.
- Provide basic personnel policy and procedure interpretation and guidance; provide direction related to forms and procedures concerning Family and Medical Leave Act (FMLA), workers' compensation, State Disability Insurance (SDI), and other related matters.
- Provide internal training to staff related to personnel and departmental policies, procedures, and forms.

- Coordinate all workers' compensation activities for department personnel; process workers' compensation claim forms; track light duty and off-work personnel; maintain records and database; interact regularly with City workers' compensation staff; maintain workers' compensation files for department employees.
- Process psychological testing results related to the pre-employment process for new hires; approve payment of psychological testing; arrange for re-evaluation of candidates as necessary; and maintain confidential records.
- Maintain and update departmental organizational charts.
- Process and maintain records and costs related to take-home vehicles.
- Prepare and update protocol for hiring of crossing guards; maintain all employee related files.
- Serve subpoenas received from departmental court services unit to light duty personnel.
- Represent department at meetings regarding employee service awards; maintain records and provide employee data for various types of recognition.

When assigned to Internal Affairs:

- Create, utilize, maintain, and modify, relevant database applications to track employee-involved incidents including citizen complaints, citizen inquiries, internal investigations, use of force, lawsuits, claims, civil rights violations, pursuits, property damage, traffic accidents, discovery motions, city liabilities, and other related matters.
- Enter, track, and follow-up on all phases of Internal Affairs employee incidents; prepare a variety of correspondence to complainant and employee; maintain departmental records.
- Enter, track, and extract data related to pending employee discipline, employee history, early warning system, and other related matters as required.
- Coordinate purging of Internal Affairs records of incidents; notify appropriate staff; pull files; complete forms and obtain necessary signatures for file destruction; delete database entries.
- Track all claims against the Department; provide Risk Management Division police reports and/or supervisor review memos as requested.
- Track discovery motions; pull employee files/printouts and submit to the Internal Affairs investigator; coordinate personnel file review with the Legal Department; notify employee of discovery motion results.
- Coordinate and compile police reports, police photos, police audio tapes, and other related information related to an Internal Affairs investigation for the Department, Legal Department, and/or outside counsel.
- Coordinate various meetings; coordinate notification to employees as to their court date and time of appearance during City/Department liability trials.
- Maintain all hard copy files of Internal Affairs and Risk Management investigations.
- Maintain all evidence tape recordings of Internal Affairs interviews.
- Log and track all releases of Internal Affairs investigations and information to appropriate outside agencies.
- Log, track, and follow-up on all office correspondence..
- Notarize documents.

QUALIFICATIONS

Knowledge of:

- Basic principles of database design, development, modification, and maintenance.
- Policies and procedures governing Police Internal Affairs and/or Police Personnel & Training matters.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications specifically including databases.
- Applicable federal, state, and local laws, regulations, and ordinances.

Ability to:

- Understand and interpret policies and procedures and explain them to others.
- Compile and maintain complex records and files.
- Establish and maintain a variety of personnel and related records requiring confidentiality and security.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.
- Design, develop, modify, and maintain detailed databases in order to capture accurate and complete information.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate of Arts degree (60 semester units or 90 quarter units) from an accredited college or university in business/public administration, human resources, information technology, or a closely related field.

Experience: Three (3) years of advanced administrative support experience including the extensive use of microcomputers and applicable software applications. Experience must specifically include the development and maintenance of detailed databases. Up to one year of additional experience may substitute for the required education on a year for year basis.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Police Administrative Specialist

TO: Human Resources Specialist, Senior Police Service Representative, or Administrative Analyst